



Virginia  
Regulatory  
Town Hall

## Final Regulation Re-submitted Agency Background Document

<b>Agency Name:</b>	Board of Long Term Care Administrators, Department of Health Professions
<b>VAC Chapter Number:</b>	18VAC95-30-10 et seq.
<b>Regulation Title:</b>	Regulations Governing the Licensure of Assisted Living Facility Administrators
<b>Action Title:</b>	Establishment of requirements for licensure
<b>Date:</b>	7/13/07

Please refer to the Administrative Process Act (§ 9-6.14:9.1 *et seq.* of the *Code of Virginia*), Executive Order Twenty-Five (98), Executive Order Fifty-Eight (99) , and the *Virginia Register Form, Style and Procedure Manual* for more information and other materials required to be submitted in the final regulatory action package.

**THE FOLLOWING IS A RE-SUBMISSION OF THE AGENCY BACKGROUND DOCUMENT FOR FINAL REGULATIONS. THE CHANGES TO THE ORIGINAL SUBMISSION ARE UNDERLINED AND NOTED IN THE DOCUMENT.**

### Summary

*Please provide a brief summary of the new regulation, amendments to an existing regulation, or the regulation being repealed. There is no need to state each provision or amendment; instead give a summary of the regulatory action. If applicable, generally describe the existing regulation. Do not restate the regulation or the purpose and intent of the regulation in the summary. Rather, alert the reader to all substantive matters or changes contained in the proposed new regulation, amendments to an existing regulation, or the regulation being repealed. Please briefly and generally summarize any substantive changes made since the proposed action was published.*

Regulations for the licensure of assisted living facility administrators include requirements for initial licensure to include a minimum of 30 hours of college-level courses or completion of a LPN or RN training program, training in assisted living care, and passage of ~~both~~ a national credentialing examination ~~and a state jurisprudence examination~~. Persons who have been serving as an administrator or assistant administrator of an assisted living facility or as a regional administrator with on-site supervisory experience for two of the four years immediately preceding the effective date of regulations will be able to apply for licensure with documentation of their service and passage of the ~~state jurisprudence~~ national examination.

Provisions are also adopted for licensure by endorsement of persons who have held a license, certification or registration in another state or who have comparable credentials. Regulations also set out requirements for an administrator-in-training program including registration of persons who serve as preceptors, the number of hours to be completed, the program content, and approved facilities for training.

Fees are established for applicants and licensees, which are the same as those charged under the same board for nursing home administrators. For annual renewal of licensure, there are provisions for 20 hours of continuing education and for recognition and documentation of approved courses. Finally, the regulations set out the acts of unprofessional conduct that may cause the Board to refuse to license an applicant or to take some disciplinary action against a licensee.

### Changes Made Since the Proposed Stage

*Please detail any changes, other than strictly editorial changes, made to the text of the proposed regulation since its publication. Please provide citations of the sections of the proposed regulation that have been altered since the proposed stage and a statement of the purpose of each change.*

On July 10, 2007, the Board re-adopted final regulations in response to the Governor's request to consider three points: 1) The need for both a state and national examination; 2) the required amount of administrator in training hours; and 3) the matrix of education and experience required for training.

The Board made the following changes in response to the Governor's letter:

1) The examination requirement was changed from two examinations to one national credentialing examination with the addition of an attestation that the applicant has read and understands the laws and regulations governing assisted living facilities in Virginia. The purpose of the change was to reduce the cost and burden of two examinations, while retaining testing of minimal competency of a person to serve as the administrator of an assisted living facility. Using a state jurisprudence examination only would not provide any measure of minimal competency to care for the frail elderly or mentally-ill residents.

Since there is no approved or accredited educational program, and training is on-the-job and varies in quality and content, there has to be a competency-based examination to ensure persons have the knowledge, skills and abilities to safely operate a facility providing assisted living care (residential-only facility administrators are exempt from licensure). Development of such an examination would entail the conduct of a job task analysis, development of test questions by subject experts and test development by trained psychometricians – a process costing at least \$500,000. The National Association of Boards of Long-Term Care (NAB) has already engaged in the test development process with an examination written for high-school level competency by assisted living administrators. It is far less expensive and feasible to use the NAB exam and company that offers testing in numerous locations throughout Virginia on a continuous basis.

In addition to the competency-based test, applicants will be required to attest that they have read and understand the rules and laws governing assisted living in Virginia, but every time there is a change or reinterpretation of regulations by DSS, there will not have to be a new examination developed.

2) The basic number of hours required for an administrator-in-training program was reduced from 1,000 to 640 with additional hours of credit given for education or experience.

3) The combination of education and experience was revised for greater consistency and recognition of health care experience, such as someone who has a nursing degree without college credits or for someone who has practiced as a licensed practical nurse in a supervisory position.

The Board also made changes in response to comments that resulted from recommendations made by the Task Force on Assisted Living Administrator Regulation as follows;

1) The AIT (administrator-in-training) terminology was amended to an ALF AIT (assisted living facility administrator-in-training) to clearly distinguish the program from a nursing home AIT.

2) The basic educational requirement was amended to allow someone with a LPN or RN degree to qualify for training (in lieu of 30 hours of college courses), since the LPN educational programs and some of the RN programs do not award college credits but those degrees are sufficient educational preparation for an administrator.

3) The qualification for licensure of current administrators was expanded to include regional administrators with on-site supervisory responsibilities for one or more ALF's with at least two years of previous experience as an administrator. Such a person would qualify to sit for the national examination and could become licensed without further training.

4) The amount of training in an ALF AIT was reduced for persons with various educational or experiential backgrounds:

30 hours of college courses	640 hours (reduced from 1,000)
Graduate of a LPN program (non-college)	640 hours (did not qualify in previous regs)
Graduate of a RN diploma program	480 hours (did not qualify in previous regs)
30 hours of health-care related courses	320 hours (reduced from 500)
MA or BA in health-care related field	320 hours (not reduced)
MA or BA in non-health related field	480 hours (reduced from 500 for BA)
Full-time employment for 2 or 4 years as an assistant administrator or hospital administrator	320 hours (reduced from 500)
RN with supervisory position in long-term care	320 hours (reduced from 500)
LPN with supervisory position in long-term care	480 hours (did not qualify in previous regs unless had 30 hours of college credits)

5) The requirement for the preceptor who supervises the internship or practicum within an educational program to be registered with the Board was deleted to eliminate a possible barrier to licensure.

6) The requirements for licensure by endorsement were modified for consistency with revised requirements for initial licensure in Virginia.

7) The qualifications for a person to be a preceptor for an ALF AIT were expanded to allow someone who is a regional administrator with on-site supervisory responsibilities to serve as a preceptor, provided he is routinely present in the facility where the training occurs.

In the final agency background document submitted in December 2006, the Board amended the following sections in response to public comment:

**Addition of section 95** – The provisions for licensing of current administrators were removed from section 100 and placed in a separate section since there were a number of comments about the need to “grandfather” current administrators. The intent is to alleviate some confusion by stating such provisions separately and ahead of requirements for initial licensure. The requirement for experience in practice as an ALF administrator was modified from two years out of the past three to two years out of the past four years.

**Section 100** – The Board has reordered the three pathways for licensure to begin with the one requiring the least amount of education. There were several people who believed licensure would require a bachelor’s degree, since that pathway was the first listed.

**Section 120** – The Board has added provisions for licensure for persons coming from other states where there is no licensure or regulation of ALF administrators. If someone has had less than two years of experience as an ALF administrator but has passed the national examination, he could be licensed with that credential. The requirement for two years of experience within three years was modified to two years of experience within four years to accommodate persons who may have stayed out of practice for a short period of time.

**Section 150** – Provisions allowing credit of hours toward completion of an AIT program for certain types of education and experience were modified to be less restrictive. For example, an applicant who was an assistant administrator can receive 500 hours of credit for three years of experience, rather than the proposed requirement for four years (out of the past five years).

**Section 180** – The requirement for experience in practice as an ALF administrator for registration as a preceptor was modified from two years out of the past three to two years out of the past four years.

### Statement of Final Agency Action

*Please provide a statement of the final action taken by the agency: including the date the action was taken, the name of the agency taking the action, and the title of the regulation.*

On July 10, 2007, the Board of Long-Term Care Administrators re-adopted final regulations, 18 VAC 95-30-10 et seq., Regulations Governing the Practice of Assisted Living Facility Administrators.

## Basis

*Please identify the state and/or federal source of legal authority to promulgate the regulation. The discussion of this statutory authority should: 1) describe its scope and the extent to which it is mandatory or discretionary; and 2) include a brief statement relating the content of the statutory authority to the specific regulation. In addition, where applicable, please describe the extent to which proposed changes exceed federal minimum requirements. Full citations of legal authority and, if available, web site addresses for locating the text of the cited authority, shall be provided. If the final text differs from that of the proposed, please state that the Office of the Attorney General has certified that the agency has the statutory authority to promulgate the final regulation and that it comports with applicable state and/or federal law*

Regulations are promulgated under the general authority of Chapter 24 of Title 54.1 of the Code of Virginia. Section 54.1-2400 (6), which provides the Board of Long Term Care Administrators the authority to promulgate regulations to administer the regulatory system:

***§ 54.1-2400 -General powers and duties of health regulatory boards***

*The general powers and duties of health regulatory boards shall be:*

...

*6. To promulgate regulations in accordance with the Administrative Process Act (§ 9-6.14:1 et seq.) which are reasonable and necessary to administer effectively the regulatory system. Such regulations shall not conflict with the purposes and intent of this chapter or of Chapter 1 (§ [54.1-100](#) et seq.) and Chapter 25 (§ [54.1-2500](#) et seq.) of this title. ...*

Senate Bill 1183 (Chapter 610) and House Bill 2512 (Chapter 924) in the 2005 General Assembly required the Board of Long Term Care Administrators to promulgate regulations for the licensure and regulation of administrators in assisted living facilities.

The specific authorization to promulgate regulations for implementation of licensure of assisted living facility administrators is found in Chapter 31 of Title 54.1 in the following sections:

### CHAPTER 31.

#### NURSING HOME AND ASSISTED LIVING FACILITY ADMINISTRATORS.

*§ [54.1-3100](#). Definitions.*

*As used in this chapter, unless the context requires a different meaning:*

*"Assisted living facility" means any public or private assisted living facility, as defined in § [63.2-100](#), that is required to be licensed as an assisted living facility by the Department of Social Services under the provisions of Subtitle IV (§ [63.2-1700](#) et seq.) of Title 63.2.*

*"Assisted living facility administrator" means any individual charged with the general administration of an assisted living facility, regardless of whether he has an ownership interest in the facility.*

*"Board" means the Board of Long-Term Care Administrators.*

*"Nursing home" means any public or private facility required to be licensed as a nursing home under the provisions of Chapter 5 (§ [32.1-123](#) et seq.) of Title 32.1 and the regulations of the Board of Health.*

*"Nursing home administrator" means any individual charged with the general administration of a nursing home regardless of whether he has an ownership interest in the facility.*

*§ [54.1-3102](#). License required.*

*A. In order to engage in the general administration of a nursing home, it shall be necessary to hold a nursing home administrator's license issued by the Board.*

*B. In order to engage in the general administration of an assisted living facility, it shall be necessary to hold an assisted living facility administrator's license or a nursing home administrator's license issued by the Board. However, an administrator of an assisted living facility licensed only to provide residential living care, as defined in § [63.2-100](#), shall not be required to be licensed.*

*§ [54.1-3103.1](#). Administrator required for operation of assisted living facility; operation after death, illness, etc., of administrator; notification of Board; administrators operating more than one facility.*

*A. All licensed assisted living facilities within the Commonwealth shall be under the supervision of an administrator licensed by the Board, except as provided in subsection B of § [54.1-3102](#). If a licensed assisted living facility administrator dies, becomes ill, resigns, or is discharged, the assisted living facility that was administered by him at the time of his death, illness, resignation, or discharge may continue to operate until his successor qualifies, but in no case for longer than is permitted by the licensing authority for the facility. The temporary supervisor or administrator shall immediately notify the Board of Long-Term Care Administrators and the Commissioner of the Department of Social Services that the assisted living facility is operating without the supervision of a licensed assisted living facility administrator.*

*B. Nothing in this chapter shall prohibit an assisted living administrator from serving as the administrator of record for more than one assisted living facility as permitted by regulations of the licensing authority for the facility.*

## Purpose

*Please provide a statement explaining the need for the new or amended regulation. This statement must include the rationale or justification of the final regulatory action and detail the specific reasons it is essential to protect the health, safety or welfare of citizens. A statement of a general nature is not acceptable, particular rationales must be explicitly discussed. Please include a discussion of the goals of the proposal and the problems the proposal is intended to solve.*

Pursuant to the 2005 Acts of the Assembly (Chapters 610 and 924), the Board of Long-Term Care Administrators has a mandate to promulgate regulations for the licensure of assisted living facility administrators. Section 54.1-3102 was amended to mandate licensure: *"In order to engage in the general administration of an assisted living facility, it shall be necessary to hold an assisted living facility administrator's license or a nursing home administrator's license issued by the Board. However, an administrator of an assisted living facility licensed only to provide residential living care, as defined in § [63.2-100](#), shall not be required to be licensed."*

In development of regulations, the Board established criteria for licensure, including educational and experiential qualifications and a competency assessment, standards for practice and

provisions for renewal and reinstatement. The Board was mandated to have regulations for licensure in effect by July 1, 2007, in the interest of compliance with the law, has acted as expeditiously as possible to re-adopt regulations.

With the introduction of HB2512 and SB1183, proponents of legislation for enhanced oversight and accountability of assisted living facilities, including licensure of the administrators, argued that the current regulatory scheme was insufficient to ensure the health, safety and welfare of residents who are increasingly becoming a more frail population in need of a higher level of competency for caregivers. In the current healthcare environment, residents of assisted living facilities often have similar characteristics to patients in nursing homes, so additional competencies and accountability are necessary through licensure by the Board.

Its goal was to develop regulations that provide some assurance that the administrator is sufficiently educated and trained to handle the increasing complexity of an assisted living facility and to adequately protect and care for the residents of that facility. Since the regulation excludes from the licensure requirement any assisted living facility licensed only to provide residential living care, as defined in § [63.2-100](#), only the facilities that provide assisted living care (which tend to be the larger facilities) will be required to have a licensed administrator, as provided for in law.

## Substance

*Please identify and explain the new substantive provisions, the substantive changes to existing sections, or both where appropriate. Please note that a more detailed discussion is required under the statement of the regulatory action's detail.*

Since this is a new set of regulations, the substantive provisions are the same as described in the Detail of Changes.

## Issues

*Please provide a statement identifying the issues associated with the final regulatory action. The term "issues" means: 1) the advantages and disadvantages to the public of implementing the new provisions; 2) the advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public. If there are no disadvantages to the public or the Commonwealth, please include a sentence to that effect.*

1) The primary advantage to the public is the assurance that administrators who operate assisted living facilities will be adequately trained and deemed competent by passage of a national and state examination and completion of an Administrator in Training (AIT) program. In addition, there will be some accountability for the work and behaviors of administrators who must practice under standards set by the Board or face possible disciplinary action. Without the statutory requirement for licensure, persons who engaged in a pattern of errors or who abused a resident may be fired by an employer but could be rehired by another facility. There are no disadvantages of the regulations unless the requirement to be licensed results in a shortage of persons to serve as administrators. Costs may be a negative factor for some individuals who

have a very small population of residents with limited resources or living on limited public assistance.

2) The licensure of assisted living facility administrators creates a large new program under the Board of Long Term Care Administrators and the Department, requiring new expenditures and new personnel for upcoming budgets. To the extent those positions are approved and can be funded with revenue generated by fees from applications for licensure and renewals, there should be no disadvantages to the agency or the Commonwealth. To the extent funding or new positions do not become available, the management of a new licensing program, investigations and disciplinary proceedings for ALF administrators could not occur in a timely manner and could negatively affect other programs.

3) There are no other pertinent issues.

**Public Comment**

*Please summarize all public comment received during the public comment period and provide the agency response. If no public comment was received, please include a statement indicating that fact.*

The Board was notified by the Secretary of Health and Human Resources that the Governor requested that the Board revisit three points related to the regulations for assisted living administrators. To facilitate opportunity for public comment, the Task Force on Regulation of Assisted Living Administrators was re-convened on June 4, 2007. Preceding the meeting, a public hearing was held to give all in attendance an opportunity to offer comment on the regulations.

Following the June 4, 2007 meeting, the recommendations of the Task Force were circulated with an invitation to comment on the draft regulations. Commenters were given until 5 p.m. on July 9, 2007 to submit comment. The Board of Long-Term Care Administrators met on July 10, 2007 to consider the Task Force Recommendations and all related comments, as summarized below:

#	Commentor	Summary of Comments Received
1.	Barry Moore, PhD Vice President for University Relations Liberty University	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: (1) Require national exam as the only exam; (2) Require a higher level of education and the elimination of the “experience only” track (3) Require AIT for new administrators
2.	Carol Turner Long-Term Care Ombudsman	Person in charge of ALF must be held to a higher standard. Do not weaken requirements
3.	Diana Lancaster	Supports the Task Force recommendations
4.	James Woodard	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
5.	Herb Young Lake Prince Woods	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
6.	Ethel Born	Supports the Task Force recommendations and rejects all efforts to weaken those requirements

7.	Erica Wood, Legislative Chair Northern Virginia Aging Network	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
8.	Bill Sinclair	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
9.	Bill Kays	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
10.	Andwele Gardner	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
11.	Debbie Gates	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
12.	E. W. Pelton, Vice Chair Central and Western Virginia Chapter Alzheimer Association-Charlottesville, VA	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
13.	Kathryn Barnes, MS, LNHA Administrator of Resident Life Masonic Home of Virginia	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
14.	M. Maureen McLaughlin, Ph.D., RN	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>(1) Require national exam as the only exam;</li> <li>(2) Require a higher level of education and the elimination of the “experience only” track</li> <li>(3) Require AIT for new administrators</li> </ul>
15.	Rosalind Cohen	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
16.	Gerald Sampson	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
17.	Kristi Benton	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
18.	Philip N. Reeves, DBA, LFACHE	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
19.	Emily Ruebsamen	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
20.	Ella Lancaster	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
21.	Lauryn Boyd	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
22.	Madge Bush, Director of Advocacy AARP Virginia	AARP does not need to be involved in the negotiations of this issue; certain that the advocates involved will determine the best course of action for Virginia.
23.	Laila Riaz Northern Virginia Long Term Care Ombudsman Program	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
24.	Margaret Knight, RN, MSN	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
25.	Candi McDonald	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
26.	Judy Raymond	Supports a test from the Assisted Living regulations, has concerns regarding the national exam-that not all current or future prospective administrators will meet the requirements to qualify for the AIT
27.	Cathy Thompson, M.Ed. Director of Older Adult Services	Supports the Task Force recommendations and rejects all efforts to weaken those requirements

	Family Services of Roanoke Valley	
28.	William O. Lowrey, Ph.D.	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
29.	Chantal Middleton, RN, BSN	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
30.	Mary Sherris-Meyrow	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
31.	Sara Lillian Kremer Eugene Kremer	Supports: <ol style="list-style-type: none"> <li>1 Require national exam as the only exam;</li> <li>2 Require a higher level of education and the elimination of the “experience only” track</li> <li>3 Require AIT for new administrators</li> </ol>
32.	Amy Beal	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
33.	Dr. Robert Gundling	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
34.	Karl Smith	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
35.	Shroeder	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
36.	Carol Carey Godwin Carol Godwin Communications, LLC	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
37.	Jennifer E. Jennings, NHA Health Services Administrator Falcons Landing	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
38.	Susan D. Green, Administrator Heatherwood Retirement Community	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
39.	Fran DeSilva	Supports the Task Force recommendations
40.	Connie Muse	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
41.	Ralph Taylor Woodrow	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
42.	Eileen Wilkinson	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
43.	Julie Garcia, MSW, Assistant Administrator Inova Cameron Glen Care Center	Supports the Task Force recommendations
44.	Alison E. Humora	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
45.	Jessica Burmester	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
46.	James Villani	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
47.	Eileen Thompson, Program Manager Alzheimer’s Association, National Capital Area	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
48.	Susan Williams	Supports the Task Force recommendations
49.	Elaine Senft	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
50.	Rita Schumacher, Director Caregiver Program Fairfax Area Agency on Aging	Supports: <ol style="list-style-type: none"> <li>1 Require national exam as the only exam;</li> <li>2 Require a higher level of education and the elimination of the “experience only” track</li> </ol>

		3 Require AIT for new administrators
51.	Alyssa Helmich	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
52.	Susan L. Cherney, Chief Development Officer Alzheimer’s Association, National Capital Area Chapter, Inc	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
53.	Kimberlie Milne-Knotts	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
54.	Ian Kremer	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
55.	Susan Haynes, Administrator	Supports: 1 Require national exam as the only exam; 2 Require a higher level of education and the elimination of the “experience only” track 3 Require AIT for new administrators
56.	Ed Owen, Administrator Masonic Home of Virginia	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
57.	Laura Nichols, MS, Director Northern Virginia Long Term Care Ombudsman Program	Supports maintaining the requirements as proposed with at minimum 30 college credit hours, NAB exam, and AIT required hours as recommended.
58.	David O’Brien, MS, NHA Executive Director Nansemond Pointe Rehabilitation and Healthcare Center	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
59.	Shannon M. Dodd, MSW Ombudsman	Supports the Task Force recommendations
60.	Randy Scott	Supports: 1 Require national exam as the only exam; 2 Require a higher level of education and the elimination of the “experience only” track 3 Require AIT for new administrators (while working)
61.	Winnie Boger, Administrator Season’s at the Woodview	Supports the Task Force recommendations; does not support a “coursework track” nor an “experience only” track for licensure
62.	Julie Schuck, Research Associate National Academiess Center for Education	Supports the Task Force recommendations and rejects all efforts to weaken those requirements.
63.	Mary McMahan	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
64.	Elissa Clark	Supports the Task Force recommendations any other pathway to licensure would not be adequate
65.	Barbara Sutliff	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
66.	Diane Musso, CEO ESAAA/CAA	Supports the Task Force recommendations
67.	Ellen Phipps, Program Director Alzheimer’s Associations	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
68.	Sheila Lamb	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
69.	VALA Comments Mary Fox Tanner Smith	18 VAC 95-30-100 – a. Educational and training requirements for licensure. In subpart 3 Degree and practical experience, we recommend the educational degree

		<p>program practicum or internship be stated in semester hours (i.e. not 320 hours but 4 semester hours or equivalent).</p> <p>b. There should not be a registered preceptor requirement for the educational degree internship/practicum or certificate program pathways.</p> <p>18 VAC 95-30-120 – Qualifications for Licensure by Endorsement or Credentials. A provision should be added to this section to permit licensed RNs and LPNs who do not meet the 30 hour educational requirements to go through a training program and sit for the examination. We recommend having the RN’s training program (PEP/AIT) to be shorter than the LPN’s program.</p> <p>18 VAC 95-30-150 B (2) - Required Hours of Training should be deleted altogether.</p> <p>18VAC 95-30-150 (C) (1) – Required Hours of Training: Individuals with a Bachelors or Masters degree in a health care related field should receive 80 hours credit toward the ALF Practical Experience Program (“P.E.P.” f/k/a. A.I.T.)</p> <p>18 VAC 95-30-180 B (2) Preceptors should be amended as follows: Be employed full-time as an administrator in a training facility or facilities <i>or be a full-time regional administrator with onsite supervisory responsibilities for one or more assisted living facilities</i> for a minimum of two of the past <del>three</del> four] years immediately prior to registration.</p> <p>Global Change throughout the regulations: We recommend renaming “The Administrator in Training” program as the “ALF Practical Experience Program” (“P.E.P.”).</p> <p>Lastly, VALA continues to have concerns with the NAB examination.</p>
70.	Annie Fellers Vice President Administration Summit Square Retirement Community	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
71.	Cindy BonDurant Regional Director Alzheimer’s Association	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
72.	Miriam E. Mehalko	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the</li> </ul>

		<p>elimination of the “experience only” track</p> <ul style="list-style-type: none"> <li>• Require AIT for new administrators</li> </ul>
73.	Wilma Weisman	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
74.	Susan Philp Chair Arlington Commission on Aging	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
75.	Dana Parsons Legislative Affairs Legal Counsel Virginia Association of Nonprofit Homes For Aging (VANHA)	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
76.	Susan Lee	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
77.	Priscilla Kneisley The Virginian	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
78.	Rita Chow Board of AARP Chapter #284 (Arlington, VA)	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
79.	Kathy Pryor Elder Law Attorney	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations;</p>

	Virginia Poverty Law Center	specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
80.	Ben Cornthwaite Senior Administrator Renaissance Gardens at Greenspring	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
81.	Mary Helen Brainard Local Long-Term Care Ombudsman	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
82.	Paula Bowman	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
83.	Carter Harrison	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
84.	Mary Ann Crocker Esq., LNHA Rappahannock Westminster-Canterbury	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
85.	Kristi Shackelford	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the</li> </ul>

		<p>elimination of the “experience only” track</p> <ul style="list-style-type: none"> <li>• Require AIT for new administrators</li> </ul>
86.	Patty Patterson	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
87.	James D. Cole Chief Executive Officer Masonic Home of Virginia	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
88.	J. Andrew Byrd, LNHA, CALA Administrator Caton Merchant House	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
89.	Maimoona Bah NoVA Long-Term Care Ombudsman Program	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
90.	Terri Lynch Director Arlington Agency on Aging, DHS	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
91.	Carol C. Rohrbaugh	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
92.	Angelina V. Calubaquib	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations;</p>

		<p>specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
93.	Gina Kenney McEachern	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
94.	Megan M. Frantz	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
95.	Lyn van der Sommen, M.D., CPC PVCC Workforce Services	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
96.	David A. Woodman Life Insurance/Annuities and Real Estate Nationwide	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
97.	E. Ryan Najjar	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
98.	Erica Wood Legislative Chair	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>

99.	Diana Lancaster	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
100	William O. Lowrey Ph.D.	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
101	<a href="mailto:jo@designrf.net">jo@designrf.net</a>	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
102	Joy Duke	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
103	Debbie Collier	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
104	Ruth Levin Arlington Commission on Aging	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
105	Mike Guy Executive Director District Three Senior Services	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
106	Paul A. Hoyt President Bridgewater Retirement Community	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
107	Kathleen Caldwell Esq. Legal Aid Justice Center	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
108	Margaret Sturgill	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
109	Evelyn Stevens	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
110	Elizabeth Edmondson	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
111	George T. Rodeheaver Ph.D. Plastic Surgery Research University of Virginia Health System	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
112	Wendy Sprigle Volunteer LTC Ombudsman Community Partnership for Improved LTC	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
113	Valerie Hopson-Bell Elder Rights Coordinator	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
114	Laura Nichols, Director Norther Virginia Long-Term Care Ombudsman Program	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
115	Mary Creath Payne, Chair of the LWVRMA Health Care Committee	Supports the Task Force recommendations and rejects all efforts to weaken those requirements

116	Sherry D. Graves, Administrator/COO Martha Jefferson House	Supports the Task Force recommendations and rejects all efforts to weaken those requirements
117	Vernon M. Baker Shirley Hrebik Orange County Nursing Home and Home for Adults	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
118	Nancy Cavicke Northern Virginia Long-Term Care Ombudsman Program	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
119	Sue Friedman	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
120	Donna H. Metheny	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
121	Rev. Sharan Jeannette Hill	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
122	Margaret Hojnacki	Supports the recommendations of the Task Force
123	Diane Musso, CEO ESAAA/CAA	Supports the recommendations of the Task Force
124	Holly Haven	Opposes the proposed 640 AIT program; Supports current DSS regulations on administrator qualifications
125	Latoyia Rose	Opposes proposed regulations; Supports DSS administrator standards
126	Joe Szakos, Executive Director Virginia Organizing Project	Supports not weaken the requirements for assisted living administrators and encourage strengthen the regulations.

127	Anne Marie C. Hermann	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
128	Barbara	Opposes the proposed regulations (3)
129	Judy Cunningham	Opposes the proposed regulations
130	Lucy Anderson	Supports the current regulations requiring a minimum of 30 college credit hours and completion of the state-approved administration course of 125 hours should be adopted by the Board
131	Julie Berrios	Supports DSS standards; Opposes the 640 hour AIT program (2)
132	Connie H. Blizzard, LPN/ Administrator Evansham Manor	Opposes the proposed regulations concerning the 640 hour AIT program
133	Leland Brenneman, Owner/Operator Stuarts Draft Christian Home	Opposes the 640 hour AIT program
134	Carol Bratton, RN Madison County	Supports the recommendations of the Task Force and opposes weaken the regulations
135	Cheryl Butler, Administrator Country Side ALF, LLC	Supports DSS regulations
136	Angelina Calubaquib	Opposes two exams, 640 AIT program, 60 credit hours/units, having a Master degree.
137	Philip B. Calubaquib	Opposes two exams, 640 AIT program, 60 credit hours/units, having a Master degree.
138	Claire E. Curry, Esq. Legal Aid Justice Center	Supports the recommendations of the Task Force and opposes weaken the regulations
139	Jennifer Daniels	Opposes the regulations
140	Jeanne T. Duncan	Opposes the 640 hour AIT program; supports DSS regulations
141	Mark Gordon	Opposes the proposed regulations in reference to the AIT program; supports DSS standards
142	Anna Graf	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
143	Holly Haven	Opposes 640 AIT program; supports DDS regulations
144	Demetria C. Ico	Supports all of the Task Force's recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the "experience only" track</li> <li>• Require AIT for new administrators</li> </ul>
145	Judy	Opposes the proposed regulations
146	Grace G. Kimball	Opposes licensure of ALF Administrators
147	Joani Latimer	Supports all of the Task Force's recommendations and

		<p>rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
148	Jim McCracken	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
149	Elizabeth McGlothlin	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations.
150	Frankie Minor, President Southwest Assisted Living Association	Opposes the 640 AIT program
151	Sandra Minton, Administrator Abingdon Manor & Renaissance House	Opposes the 640 AIT program
152	Shelly Ruckman	Opposes the AIT program
153	Janet S. St. John, RN	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations.
154	Foye Surratt Green Hill Home for Adults	Opposes the 640 hour AIT program; supports DSS regulations
155	Linda Surratt, Administrator Green Hill Home for Adults	Opposes the 640 hour AIT program; supports DSS regulations
156	Evonne Woodie, Administrator	Opposes the 640 hour AIT program
157	Shirley S. Wookman	Supports DSS standards
158	Louise C. Wright	Opposes the 640 hour AIT program; supports DSS regulations
159	John A. Needham	Supports the Task Force’s recommendations.
160	Deborah Winslow	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
161	Carolyn G. Ferguson	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> <li>• Require AIT for new administrators</li> </ul>
162	J. Andrew Byrd, LNHA, CALA Administrator Caton Merchant House	<p>Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically:</p> <ul style="list-style-type: none"> <li>• Require national exam as the only exam;</li> <li>• Require a higher level of education and the elimination of the “experience only” track</li> </ul>

		<ul style="list-style-type: none"> <li>Require AIT for new administrators</li> </ul> Does not support additional pathways to licensure including “coursework tracks” and /or “experience only” tracks.
163	Andrew Carle	Supports the state exam only
164	Dee Stevenson Evergreene Manor Meadows	Opposes the proposed regulations Supports to continue to use the DSS regulations
165	Tara L. Shrewsbury, M.S., LNHA Executive Director Beaufont Towers Retirement & Assisted Living Community	Supports all of the Task Force’s recommendations and rejects all efforts to weaken those recommendations; specifically: <ul style="list-style-type: none"> <li>Require national exam as the only exam;</li> <li>Require a higher level of education and the elimination of the “experience only” track</li> <li>Require AIT for new administrators</li> </ul>

**Agency response:**

The agency appreciates the 137 commenters who favored adoption of the Task Force recommendations, including the use of a single, national examination.

In response to the 29 comments in opposition, the agency response is as follows:

1) Some supported use of the qualifications for administrators from the Department of Social Services (DSS). Such qualifications may be more stringent than those adopted by this Board; a comparison of the two is as follows:

Minimal education requirement:

<p><b>DSS</b> 30 credit hours of courses <u>in human services or group care administration</u> from a college or university accredited by an association recognized by the U.S. Secretary of Education <u>and</u> have successfully completed a department-approved course specific to the administration of an assisted living facility</p>	<p><b>DHP</b> 30 semester hours in an accredited college or university <u>in any subject; or</u> A LPN or RN degree without college credits</p>
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Minimal experience requirement:

<p>At least <u>one year</u> of administrative or supervisory experience in caring for adults in a group care facility</p>	<p>640 hours in an administrator-in-training (AIT) program within two years, if 30 hours of coursework in any subject; or fewer hours with certain educational or experiential qualifications <i>(640 hours can be completed in 16 weeks or could be combined with working in another capacity and training on a part-time basis.)</i></p>
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2) Some supported an examination developed by Virginia and not the national examination. The Board did not adopt that alternative because development of a competency-based examination is a lengthy, expensive process, the cost of which would have to be borne by applicants. (See Changes made since the Proposed Stage section).

3) Other recommended changes to the Task Force recommendations were adopted.

**Detail of Changes**

*Please detail all changes that are being proposed and the consequences of the proposed changes. Detail all new provisions and/or all changes to existing sections.*

There are no current sections or requirements since this is a newly promulgated chapter.

<b>Proposed new section number</b>	<b>Proposed change and rationale</b>																										
10	<p>Section 10 provides definitions of words and terms used in this chapter so that there is a common understanding of their application in the rules.</p> <p><i>A definition for in ALF AIT was added to distinguish the training program from the AIT program for nursing home administrators.</i></p>																										
20	<p>Section 20 requires each licensee to post his license in a main entrance or place conspicuous to the public in each facility in which the licensee is administrator-of-record.</p> <p><i>The requirement is similar to other professions in which there is an administrator of record, such as nursing homes and funeral establishments. It is necessary in order for the public to be able to identify the licensee in charge of the facility.</i></p>																										
30	<p>Section 30 requires all changes of mailing address or names to be furnished to the board within 30 days after the change occurs and states that all notices required by law and by this chapter to be mailed to any licensee are validly given when mailed to the latest address on file with the board and do not relieve the licensee, trainee, or preceptor of the obligation to comply.</p> <p><i>The rule is necessary to ensure that licensees understand their responsibility to notify the Board of changes in name or address, so that renewal or disciplinary notices or other official communications reach the licensee. If such notices are mailed to the address the Board has on record, it is deemed an official notice, and the licensee must bear the penalty for failure to renew or respond to a notice duly given.</i></p>																										
40	<p>Section 40 sets the fees as necessary for the licensing and disciplinary functions of the Board as follows:</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">1. Administrator-in-training application</td> <td style="text-align: right;">\$185</td> </tr> <tr> <td style="padding-left: 20px;">2. Preceptor application</td> <td style="text-align: right;">\$125</td> </tr> <tr> <td style="padding-left: 20px;">3. Licensure application</td> <td style="text-align: right;">\$200</td> </tr> <tr> <td style="padding-left: 20px;">4. Verification of licensure requests from other states</td> <td style="text-align: right;">\$25</td> </tr> <tr> <td style="padding-left: 20px;">5. Assisted living facility administrator license renewal</td> <td style="text-align: right;">\$225</td> </tr> <tr> <td style="padding-left: 20px;">6. Preceptor renewal</td> <td style="text-align: right;">\$100</td> </tr> <tr> <td style="padding-left: 20px;">7. Penalty for assisted living facility administrator late renewal</td> <td style="text-align: right;">\$65</td> </tr> <tr> <td style="padding-left: 20px;">8. Penalty for preceptor late renewal</td> <td style="text-align: right;">\$35</td> </tr> <tr> <td style="padding-left: 20px;">9. Assisted living facility administrator reinstatement</td> <td style="text-align: right;">\$315</td> </tr> <tr> <td style="padding-left: 20px;">10. Preceptor reinstatement</td> <td style="text-align: right;">\$150</td> </tr> <tr> <td style="padding-left: 20px;">11. Duplicate license</td> <td style="text-align: right;">\$15</td> </tr> <tr> <td style="padding-left: 20px;">12. Duplicate wall certificates</td> <td style="text-align: right;">\$25</td> </tr> <tr> <td style="padding-left: 20px;">13. Returned check</td> <td style="text-align: right;">\$35</td> </tr> </table> <p>Subsection B provides that fees cannot be refunded once submitted.</p> <p>Subsection C specifies that examination fees are to be paid directly to the service or</p>	1. Administrator-in-training application	\$185	2. Preceptor application	\$125	3. Licensure application	\$200	4. Verification of licensure requests from other states	\$25	5. Assisted living facility administrator license renewal	\$225	6. Preceptor renewal	\$100	7. Penalty for assisted living facility administrator late renewal	\$65	8. Penalty for preceptor late renewal	\$35	9. Assisted living facility administrator reinstatement	\$315	10. Preceptor reinstatement	\$150	11. Duplicate license	\$15	12. Duplicate wall certificates	\$25	13. Returned check	\$35
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11. Duplicate license	\$15																										
12. Duplicate wall certificates	\$25																										
13. Returned check	\$35																										

	<p>services contracted by the board to administer the examinations.</p> <p><i>Assisted living facility administrators will be regulated by the Board of Long Term Care Administrators. It is estimated that the number of ALF administrators will be similar to the number of nursing home administrators, and therefore, the disciplinary caseload, credentials hearings, board business relating the promulgation of regulations, and licensing functions will be similar. For that reason, the Board has proposed fees that are the same as nursing home administrators. Once there is some actual data on the number of licensees and disciplinary cases, it will be possible to more accurately assess the expenditures of the Board attributable to each profession and to adjust fees accordingly. The examination fee will be set by and paid to the organization or service recognized by the Board for administration of the licensing examination.</i></p>
<p>50</p>	<p>Section 50 reiterates a provision of law (§ 54.1-3102 B) that allows a person who holds a license as a nursing home administrator issued by the board to engage in the general administration of an assisted living facility.</p> <p><i>In accordance with regulations promulgated by DSS and VDH, it is anticipated that some nursing home administrators will continue to administer both facilities, especially in care communities that offer both nursing and assisted living care. Since salaries are generally higher in nursing home and administrators are in demand, it is not anticipated that many nursing home administrators will choose to operate an assisted living facility instead of a nursing home.</i></p>
<p>60</p>	<p>Section 60 sets the requirements for renewal of an assisted living administrator license which include submission of a completed renewal application and fee by the expiration date of March 31 of each year. The renewal application and fee must be received no later than the expiration date, and postmarks will not be considered. An assisted living facility administrator license or preceptor registration not renewed by the expiration date is invalid.</p> <p><i>Rules and deadlines for renewal of a license are necessary to ensure that the licensee maintains a current and valid license, as required by law.</i></p>
<p>70</p>	<p>Section 70 sets the requirements for continuing education to include: Completion of 20 hours of approved continuing education for each renewal year as attested on the renewal application. Regulations allow up to ten of the 20 hours to be obtained through Internet or self-study courses and up to 10 continuing education hours in excess of the number required to be transferred or credited to the next renewal year.</p> <p>The regulation also provides that a licensee is exempt from completing continuing education requirements and considered in compliance on the first renewal date following initial licensure.</p> <p><i>The total number of CE hours required for annual renewal of an ALF administrator license is the same as for a nursing home administrator license, but the number that can be obtained through self-study or the Internet is doubled in an effort to reduce the cost and make CE less burdensome. Continuing education is not required for the first renewal for either profession.</i></p> <p>Subsection B specifies that in order for continuing education to be approved by the board, it must be related to the domains of practice for residential care/assisted living and approved or offered by NAB, an accredited educational institution or a governmental agency.</p> <p><i>The NAB domains of practice specify the knowledge and skills necessary for administration of an assisted living facility. Any approved CE must relate to the domains</i></p>

	<p><i>and must be offered by a NAB approved sponsor or by an educational institution or a governmental agency. Therefore, if an ALF administrator attends a seminar or takes a course related to assisted living offered by DSS, it could be counted as CE for renewal of licensure.</i></p> <p>C. Documentation of continuing education.</p> <ol style="list-style-type: none"> <li>1. The licensee shall retain in his personal files for a period of three renewal years complete documentation of continuing education including evidence of attendance or participation as provided by the approved sponsor for each course taken.</li> <li>2. Evidence of attendance shall be an original document provided by the approved sponsor and shall include:             <ol style="list-style-type: none"> <li>a. Date or dates the course was taken;</li> <li>b. Hours of attendance or participation;</li> <li>c. Participant's name; and</li> <li>d. Signature of an authorized representative of the approved sponsor.</li> </ol> </li> <li>3. If contacted for an audit, the licensee shall forward to the board by the date requested a signed affidavit of completion on forms provided by the board and evidence of attendance or participation as provided by the approved sponsor.</li> </ol> <p><i>Subsection C sets out the rules for maintenance of documentation that is necessary for compliance with a random audit of CE by the Board.</i></p> <p>D. The board may grant an extension of up to one year or an exemption for all or part of the continuing education requirements due to circumstances beyond the control of the administrator, such as a certified illness, a temporary disability, mandatory military service, or officially declared disasters.</p> <p><i>Subsection D provides for extensions or exemptions from the requirement for special circumstances.</i></p>
80	<p>Section 80 sets out the rules for late renewal of an expired license within one year of the initial expiration date to include:</p> <ol style="list-style-type: none"> <li>1. Respond to the renewal notice or request renewal in writing to the board;</li> <li>2. Submission of the applicable renewal fee and penalty fee; and</li> <li>3. Provide evidence as may be necessary to establish eligibility for renewal.</li> </ol> <p><i>Policies for late renewal within one renewal cycle are the same for all professions at DHP.</i></p>
90	<p>Section 90 sets out the rules for reinstatement of an expired license after one year. The board may reinstate an assisted living facility administrator license or preceptor registration that was not renewed within one year of the initial expiration date. An applicant for assisted living facility administrator license reinstatement must apply on a reinstatement form provided by the board, submit the reinstatement fee, and provide one of the following:</p> <ol style="list-style-type: none"> <li>1. Evidence of the equivalent of 20 hours of continuing education for each year since the last renewal, not to exceed a total of 60 hours.</li> <li>2. Evidence of active practice in another state or U.S. jurisdiction or in the U.S. armed services during the period licensure in Virginia was lapsed.</li> <li>3. Evidence of requalifying for licensure by meeting the requirements prescribed in 18VAC95-30-90 and 18VAC95-30-100.</li> </ol> <p><i>The Board has provided three methods by which an applicant for reinstatement can demonstrate his competency to be reinstated – by continuing education, continued practice in another state or the armed services, or requalification for licensure. With the continuing education requirement, there is a limitation on the number of hours regardless of the number of years the license has been expired.</i></p> <p>Subsection C provides that an applicant for preceptor reinstatement must apply on a</p>

	<p>reinstatement form provided by the board, submit the reinstatement fee, and meet the current requirements for a preceptor in effect at the time of application for reinstatement.</p>
<p>95</p>	<p>Section 95 sets out the requirements for licensure of current administrators. The provisions for licensing of current administrators were removed from section 100 and placed in a separate section since there were a number of comments about the need to “grandfather” current administrators. The intent is to alleviate some confusion by stating such provisions separately and ahead of requirements for initial licensure. The requirement for experience in practice as an ALF administrator was modified from two years out of the past three to two years out of the past four years.</p> <p>It provides that until (date of one year from the effective date of the regulations), any person who has served full-time as the administrator of record, or an assistant administrator in an assisted living facility licensed in the Commonwealth of Virginia, or a regional administrator with onsite supervisory responsibilities and at least two years of experience as an ALF administrator for the period of two of the four years immediately preceding the effective date of these regulations may be licensed by the board if he provides documentation of a passing grade on a national credential examination approved by the board.</p> <p><i>While there was no provision in the Code for “grandfathering” persons who were currently serving as ALF administrator, assistant administrator or regional director, the Board determined that their experience could be considered as evidence of competency to be licensed, provided such person was able to pass a national examination on the competencies governing assisted living. The administrator-in-training program specifies 640 hours of supervised experience over a 24 month period. Therefore, the Board determined that 2 years of experience could serve as a substitute for the AIT program and that experience should be recent (within the past four years). In addition, licensure is not required for until one year after the effective date of the regulation, so a person hired after the effective date of the law (July 1, 2005) would have more than two years of experience. While the minimal education of 30 hours of college-level courses would not be required, the passage of an examination coupled with years of experience as an administrator of record provides adequate assurance of minimal competency and ensures that there will be a supply of administrators immediately available for assisted living facilities.</i></p>
<p>100</p>	<p>Section 100 sets out the education and training required for licensure.</p> <p>A. To be qualified for initial licensure as an assisted living facility administrator, an applicant shall hold a high school diploma or general education diploma (GED) and hold one of the following qualifications:</p> <ol style="list-style-type: none"> <li>1. Administrator-in-training program.             <ol style="list-style-type: none"> <li>a. Complete at least 30 semester hours in an accredited college or university in any subject and 640 hours in an ALF AIT as specified in 18VAC95-30-150; or</li> <li>b. Complete an educational program as a licensed practical nurse and hold a current, unrestricted license or multistate licensure privilege and 640 hours in an ALF AIT; or</li> <li>c. Complete an educational program as a registered nurse and hold a current, unrestricted license or multistate licensure privilege and 480 hours in an ALF AIT; or</li> <li>d. Complete at least 30 semester hours in an accredited college or university with courses in the content areas of (i) Client/resident care; (ii) Human resources management; (iii) Financial management; (iv) Physical environment; and (v) Leadership and governance; and 320 hours in an ALF AIT; or</li> <li>e. Hold a master's or a baccalaureate degree in health care related field or a comparable</li> </ol> </li> </ol>

	<p>field that meets the requirements of subsection B of 18VAC95-30-100 with no internship or practicum and 320 hours in an ALF AIT program; or</p> <p>f. Hold a master's or baccalaureate degree in an unrelated field and 480 hours in an ALF AIT program; or</p> <p><i>In the current regulations for Assisted Living Facilities promulgated by the Department of Social Services, the administrator is required to have at least 30 hours of post-secondary education in human services or group care administration from an accredited college or a department approved curriculum specific to the administration of an assisted living facility, plus the administrator must have one year of experience in caring for adults with mental or physical impairments. Therefore, the Board determined that the requirement of 30 semester hours should be the minimal educational level for an administrator (the minimum for a nursing home administrator is 60 hours). The Board reduced the education and training in response to concerns expressed that the administration of an assisted living facility was not as complex as a nursing home and the requirements should be less burdensome.</i></p> <p>2. Certificate program.</p> <p>Hold a baccalaureate or higher degree in a field unrelated to health care from an accredited college or university and successfully complete a certificate program with a minimum of 21 semester hours study in a health care related field that meets course content requirements of subsection C of this section from an accredited college or university and successfully complete not less than a 320-hour internship that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the certificate program under the supervision of a preceptor; or</p> <p>3. Degree and practical experience.</p> <p>Hold a baccalaureate or higher degree in a health care related field that meets the course content requirements of subsection C of this section from an accredited college or university and have completed not less than a 320-hour internship that addresses the Domains of Practice as specified in 18VAC95-30-160 in a licensed assisted living facility as part of the degree program under the supervision of a preceptor or</p> <p>B. To meet the educational requirements for a degree in a health care related field, an applicant must provide a transcript from an accredited college or university that documents successful completion of a minimum of 21 semester hours of coursework concentrated on the administration and management of health care services to include a minimum of six semester hours in the content area set out in subdivision 1 of this subsection, three semester hours in each of the content areas in subdivisions 2 through 5, and three semester hours for an internship.</p> <ol style="list-style-type: none"> <li>1. Resident/client services management;</li> <li>2. Human resource management;</li> <li>3. Financial management;</li> <li>4. Physical environment management;</li> <li>5. Leadership and governance.</li> </ol>
110	<p>Subsection 110 provides the examinations requirements for initial licensure to include a national credentialing examination for administrators of assisted living facilities</p> <p><i>As a measure of minimal competency, an applicant will have to pass a credentialing</i></p>

	<p><i>examination that tests one’s knowledge of providing appropriate and safe care for residents of assisted living. Given that there are no approved, standardized educational programs in assisted living and that knowledge and skills are gained through a training program (apprenticeship) under the supervision of preceptors, such an exam will provide an objective standard for measuring competency.</i></p>
120	<p>Section 120 provides that the board may issue a license by endorsement or credentials.</p> <p>A. If applying from any state or the District of Columbia in which a license, certificate or registration is required to be the administrator of an assisted living facility, an applicant for licensure by endorsement shall hold a current, unrestricted license, certificate or registration from that state or the District of Columbia. If applying from a jurisdiction that does not have such a requirement, an applicant may apply for licensure by credentials, and no evidence of licensure, certification or registration is required.</p> <p>B. The board may issue a license to any person who:</p> <ol style="list-style-type: none"> <li>1.Meets the provisions of subsection A;</li> <li>2. Has not been the subject of a disciplinary action taken by any jurisdiction in which he was found to be in violation of law or regulation governing practice and which, in the judgment of the board, has not remediated;</li> <li>3. Meets one of the following conditions             <ol style="list-style-type: none"> <li>a. Has practiced as the administrator of record in an assisted living facility that provides assisted living care as defined in § 63.2-100 of the Code of Virginia for at least two of the four years immediately preceding application to the board; or</li> <li>b. Has education and experience substantially equivalent to qualifications required by this chapter and has provided written evidence of those qualifications at the time of application for licensure; and</li> </ol> </li> <li>4. Has successfully passed a national credentialing examination for administrators of assisted living facilities approved by the board.</li> </ol> <p><i>An applicant for licensure from another state can be licensed by endorsement if he holds a license, certification or registration in another state and meets one of the other criteria for education and experience. Applicants from states that regulate assisted living administrators may be licensed by meeting requirements similar to those current administrators who will be initially licensed in Virginia based on their experience and passage of the national examination. The requirement for two years of experience within three years was modified to two years of experience within four years to accommodate persons who may have stayed out of practice for a short period of time. An applicant who had been the subject of disciplinary action in another jurisdiction would not be eligible for licensure unless, in the opinion of the Board, the violation had been appropriately remediated.</i></p> <p><i>The Board has also added provisions for licensure by credentials to allow persons coming from other states where there is no licensure or regulation of ALF administrators.</i></p>
130	<p>A. An application for licensure shall be submitted after the applicant completes the qualifications for licensure.</p>

	<p>B. An individual seeking licensure as an assisted living facility administrator or registration as a preceptor shall submit simultaneously:</p> <ol style="list-style-type: none"> <li>1. A completed application as provided by the board;</li> <li>2. Additional documentation as may be required by the board to determine eligibility of the applicant; and</li> <li>3. The applicable fee.</li> </ol> <p>C. With the exception of school transcripts, examination scores, and verifications from other state boards, all parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year, after which time the application shall be destroyed and a new application and fee shall be required.</p> <p><i>Application requirements and policies for retention are similar to those for other professions at DHP. An attestation that the applicant has read and understands and will remain current with the applicable Virginia laws and the regulations relating to assisted living facilities was added.</i></p>
140	<p>A. To be approved as an administrator-in-training, a person shall:</p> <ol style="list-style-type: none"> <li>1. Meet the educational requirements specified in section 100 A 1;</li> <li>2. Obtain a preceptor to provide training;</li> <li>3. Submit the application provided by the board and the fee prescribed in 18VAC95-30-40; and</li> <li>4. Submit additional documentation as may be necessary to determine eligibility of the applicant and the number of hours required for the ALF AIT program.</li> </ol> <p>B. With the exception of school transcripts, all required parts of the application package shall be submitted at the same time. An incomplete package shall be retained by the board for one year after which time the application shall be destroyed and a new application and fee shall be required.</p> <p><i>The application package must be complete in order to approve a person to begin an administrator-in-training program. The educational prerequisite is set out in section 100 of this chapter.</i></p>
150	<p>A. The ALF AIT program consists of 640 hours of continuous training in a facility as prescribed in 18VAC95-30-160 to be completed within 24 months. An extension may be granted by the board on an individual case basis. The board may reduce the required hours for applicants with certain qualifications as prescribed in subsection B and C of this section.</p> <p><i>Training in an administrator-in-training program provides the experience and knowledge a person needs to be licensed as an assisted living facility administrator. Since the operation of an assisted living facility is less complex than a nursing home, the Board originally reduced the hours recommended by the Task Force from 2,000 to 1,000 and in the final adoption to 640, which can be achieved in approximately 16 weeks of full-time work. A person registered for the AIT is given 24 months to complete the program to allow for employment combined with training. Most individuals work in some capacity in a facility and add hours in an AIT program to qualify for licensure.</i></p> <p>B. An ALF AIT applicant with prior health care work experience may request approval to receive hours of credit toward the total hours as follows:</p> <ol style="list-style-type: none"> <li>1. An applicant who has been employed full time for two of the past four years immediately prior to application as an assistant administrator in a licensed assisted living facility or nursing home or as a hospital administrator shall complete 320 hours in an ALF AIT;</li> </ol>

	<p>2. An applicant who holds a license or a multistate licensure privilege as a registered nurse and who has held an administrative level supervisory position in nursing for at least two of the past four]consecutive years, in a licensed assisted living facility or nursing home shall complete 320 hours in an ALF AIT or</p> <p>3. An applicant who holds a license or a multistate licensure privilege as a licensed practical nurse and who has held an administrative level supervisory position in nursing for at least two of the past four consecutive years, in a licensed assisted living facility or nursing home shall complete 480 hours in an ALF AIT.</p> <p><i>The Board has recognized that individuals with additional health care experience may not need the full amount of time in an AIT program to acquire the knowledge necessary to administer an assisted living facility. Therefore, credit from 160 to 320 of the 640 hours is given for various work experiences that relate to operation of a health care facility. Provisions allowing credit of hours toward completion of an AIT program for certain types of education and experience were modified to be less restrictive.</i></p>
160	<p>A. Prior to the beginning of the training program, the preceptor shall develop and submit for board approval a training plan which shall include and be designed around the specific training needs of the administrator-in-training. The training plan shall include the tasks and the knowledge and skills required to complete those tasks as approved by NAB as the domains of practice for residential care/assisted living in effect at the time the training is being provided. An ALF AIT program shall include training in each of the learning areas in the domains of practice.</p> <p>B. An AALF AIT shall be required to serve weekday, evening, night and weekend shifts and to receive training in all areas of an assisted living facility operation.</p> <p><i>To ensure that there is some consistency in AIT programs and that trainees are receiving training in all areas of resident care, regulations require the preceptor to develop and submit a training plan that is based on the knowledge, skills and tasks approved by NAB as the domains of practice essential for minimal competency. An AIT is required to work a variety of shifts and in all areas of a facility in order to understand the issues that arise at different times and places. If an AIT has experience in some aspect of resident care (nursing, management, etc.), the Board expects the training plan to emphasize those areas in which there may be some deficiencies.</i></p>
170	<p>Training in an A.I.T. program or for an internship shall be conducted only in:</p> <ol style="list-style-type: none"> <li>1. An assisted living facility or unit licensed by the Virginia Board of Social Services or by a similar licensing body in another jurisdiction;</li> <li>2. An assisted living facility owned or operated by an agency of any city, county, or the Commonwealth or of the United States government; or</li> <li>3. An assisted living unit located in and operated by a licensed hospital as defined in §32.1-123 of the Code of Virginia, a state-operated hospital, or a hospital licensed in another jurisdiction.</li> </ol> <p><i>The categories of facilities that are approved for training are listed in this section and include any licensed assisted living facility or unit within a larger complex.</i></p>
180	<p>A. Training in an A.I.T. program or an internship shall be under the supervision of a preceptor who is registered or recognized by a licensing board.</p> <p>B. To be registered by the board as a preceptor, a person shall:</p> <ol style="list-style-type: none"> <li>1. Hold a current, unrestricted Virginia assisted living facility administrator or nursing</li> </ol>

	<p>home administrator license;</p> <ol style="list-style-type: none"> <li>2. Be employed full-time as an administrator in a training facility for a minimum of two of the past three years immediately prior to registration or be a regional administrator with on-site supervisory responsibilities for one or more ALF's; and</li> <li>3. Submit an application and fee as prescribed in 18VAC95-30-40.</li> </ol> <p><i>Requirements for the preceptor in an AIT program in assisted living are consistent to those for a preceptor in a nursing home AIT. A preceptor must have been employed full-time for at least 2 out of the 3 years because the Board believes it is essential that the preceptor have some real-life experience as an administrator in order to properly train an AIT.</i></p> <p>C. A preceptor shall:</p> <ol style="list-style-type: none"> <li>1. Provide direct instruction, planning and evaluation;</li> <li>2. Be routinely present with the trainee in the training facility; and</li> <li>3. Continually evaluate the development and experience of the trainee to determine specific areas needed for concentration.</li> </ol> <p><i>The requirements for direct instruction and to be routinely present with the trainee are necessary to ensure that there is a hands-on approach to the training so the AIT and preceptor can readily communicate when either is faced with a learning/teaching situation in the facility. The Board considers a request to amend the requirement for a preceptor in a nursing home but declined to do so because it could undermine the essential nature of the AIT program and the relationship with a preceptor.</i></p> <p>D. A preceptor may supervise no more than two trainees at any one time.</p> <p><i>From their experience with AIT programs and preceptorships in nursing homes, the Board has determined that it is not possible to adequately train and supervise more than two trainees at any one time.</i></p>
190	<ol style="list-style-type: none"> <li>A. The preceptor shall maintain progress reports on forms prescribed by the board for each month of training.</li> <li>B. The trainee's certificate of completion plus the accumulated original monthly reports shall be submitted by the preceptor to the board within 30 days following the completion of the program.</li> </ol> <p><i>The requirements for maintenance of progress reports and for submission within a set time frame are for the protection of the trainee who is dependent of those reports as evidence that he has completed the required number of hours and is eligible for licensure.</i></p>
200	<ol style="list-style-type: none"> <li>A. If the program is interrupted because the registered preceptor is unable to serve, the trainee shall notify the board within five working days and shall obtain a new preceptor who is registered with the board within 60 days.             <ol style="list-style-type: none"> <li>1. Credit for training shall resume when a new preceptor is obtained and approved by the board.</li> <li>2. If an alternate training plan is developed, it shall be submitted to the board for approval before the trainee resumes training.</li> </ol> </li> <li>B. If the training program is terminated prior to completion, the trainee and the preceptor shall each submit a written explanation of the causes of program termination to the board within five working days. The preceptor shall also submit all required monthly progress reports completed prior to termination.</li> </ol>

	<p><i>This section provides the rules for interruption of an AIT program, including notification and reporting requirements so the Board is informed of the situation and can approve a new preceptor to resume training.</i></p>
<p>210</p>	<p>The board may refuse to admit a candidate to an examination, refuse to issue or renew a license or approval to any applicant, suspend a license for a stated period of time or indefinitely, reprimand a licensee, place his license on probation with such terms and conditions and for such time as it may designate, impose a monetary penalty, or revoke a license for any of the following causes:</p> <ol style="list-style-type: none"> <li>1. Conducting the practice of assisted living administration in such a manner as to constitute a danger to the health, safety, and well-being of the residents, staff, or public;</li> <li>2. Failure to comply with federal, state, or local laws and regulations governing the operation of an assisted living facility;</li> <li>3. Conviction of a felony or any misdemeanor involving abuse, neglect or moral turpitude;</li> <li>4. Failure to comply with any regulations of the board; or</li> <li>5. Inability to practice with skill or safety.</li> </ol> <p><i>Establishing grounds for disciplinary action is the purpose of this section, which is consistent with the regulations for nursing home administrators and other similar health professions. The Task Force recommended the grounds as necessary and appropriate for adequate oversight of the practice of ALF licensed administrators. The regulations also provide a basis for denial of licensure based on evidence that an applicant may have violated a rule set out in this section.</i></p>

**Family Impact Statement**

*Please assess the impact of the proposed regulatory action on the institution of the family and family stability.*

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The Board has assessed the impact of the proposed regulatory action and does not believe there will be any impact on the family or family stability.